

## **Extended Field Trips**

### **Introduction**

An extended field trip is a planned activity related to, but not part of the approved district curriculum, in which school personnel and students leave the community for more than one day in duration. This trip may take place either when school is in session or not in session.

### **Definition**

1. School-Sponsored Trip – An extended field trip in which the school district has assumed responsibility for the organization and administration of the activity. School funds may be used to support all or a portion of the activity.
2. School-Approved Trip – An extended field trip in which the school district has allowed school staff and students to use the school name and to recruit and organize the activity. No school funds are used to support the activity.
3. Independent Trip – An extended field trip in which the school district staff and students may be involved, but no school authority or resources are involved in the activity.

### **Rationale**

All school-sponsored and school-approved field trips should enhance the curriculum and learning experiences of the student. Activities must be of educational value consistent with the goals and objectives of the district and the age level of the students involved.

### **Implementation: Planning and Assurances**

Extended field trip requests need to be submitted and approved in advance and before committing funds and/or making preparation for staff, students/parents to engage in fund-raising activities to finance such trips.

### **Planning**

1. Completion of the Extended Field Trip Application form (to include goal statement, funding, supervision, destination, dates, chaperons, chaperon-to-student ratio, school staff, transportation, funding, anticipated costs, etc.)
2. Building level review and preliminary approval. Designation of school-approved, school-sponsored or nonapproved. If the status is independent, additional application is not necessary.

3. Notifying students/parents, fund-raising activities, organizing the trip. Identifying participants.
4. Completion of trip packet. (To include: itinerary, phone numbers, daily schedule, chaperon procedures, expectations of student behavior and consequences, medical information, emergency procedures, insurance information for students and nonschool chaperons, parental approval.)
5. Final Approval. If no district funds are expended, final approval is at the building level. If any district funds are used to assist in the trip, district office approval is also necessary.

### **Assurance**

1. Extended trip planning should begin in time for final approval a minimum of 30 days prior to the actual trip.
2. All students shall have purchased student insurance prior to the time of departure, or shall submit to the principal an insurance release signed by the parent.
3. Student fund raising must comply with Board policy, administrative guidelines and methods approved by the building principal.
4. All interested parties must be informed of any motive that leads to the promotion of sales and services of private profit-making organizations or individuals.
5. Trips beyond Oregon and Washington require superintendent approval. Trips beyond the continental United States require Board approval.
6. All students must be currently enrolled, or be immediate graduates of the district. **All students** eligible for participation in the extended field trip program will be treated equitably with regard to inclusion in the planned activity.

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Note: The following forms are included as part of this procedure:

1. Application for Extended Field Trip
2. Extended Field Trip Planning Packet
3. Extended Field Trip Itinerary
4. Medical Authorization and Parental Release
5. Responsibility Disclaimer
6. Insurance Waiver Form
7. Extended Field Trip Student Expectations
8. Pre-arranged Absences
9. Parent Meeting Agenda
10. Extended Field Trip Chaperon Guide

GLIDE SCHOOL DISTRICT  
APPLICATION FOR EXTENDED FIELD TRIP

School Sponsored: \_\_\_\_\_ School Approved: \_\_\_\_\_ Independent \_\_\_\_\_

Activity Advisor: \_\_\_\_\_

Activity Group or Class: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Date of Return: \_\_\_\_\_

TRANSPORTATION NEEDS: (Circle One)      Bus      Van      Other: \_\_\_\_\_

Purpose/Goals/Expectations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DISTRICT FUNDS:                      Yes \_\_\_\_\_      No \_\_\_\_\_      Budget Account: \_\_\_\_\_

Lodging: \_\_\_\_\_      Meals: \_\_\_\_\_      Misc.: \_\_\_\_\_

Mileage: \_\_\_\_\_      Registration: \_\_\_\_\_      Total: \_\_\_\_\_

Fund-raising Activities: Yes \_\_\_\_\_      No \_\_\_\_\_      (If yes, give description): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUPERVISION: (Staff, Parents, Chaperons)                      Total Number: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_      Date: \_\_\_\_\_

**PRELIMINARY APPROVAL**

Principal: \_\_\_\_\_      Date: \_\_\_\_\_

**FINAL APPROVAL WILL RESULT AFTER REVIEW OF COMPLETED DISTRICT PACKET**

Superintendent/School Board: \_\_\_\_\_      Date: \_\_\_\_\_

GLIDE SCHOOL DISTRICT  
EXTENDED FIELD TRIP PLANNING PACKET

Staff planning on an extended field trip need to complete the materials enclosed in this packet after preliminary approval has been granted on the application form. Communication regarding planning and organization of the trip needs to be ongoing throughout the planning stages with parents, students and the principal.

Extended field trip planning should begin in time to allow for final approval - a minimum of 30 days prior to departure date. The material in this packet must be returned for review by the principal by

\_\_\_\_\_.  
(date)

The following items are included in this packet.

1. Complete Daily Itinerary
2. Medical Authorization and Parental Release
3. Insurance Waiver Form
4. Expectations of Student Behavior
5. Chaperon Guidelines - Date of Meeting: \_\_\_\_\_
6. Pre-arranged Absence Form
7. Parents Meeting Agenda - Date of Meeting: \_\_\_\_\_

The next scheduled meeting for a review of the material in this packet is: \_\_\_\_\_  
(date)



GLIDE SCHOOL DISTRICT  
MEDICAL AUTHORIZATION AND PARENTAL RELEASE

I/We \_\_\_\_\_

Parent(s) of student \_\_\_\_\_ a minor, have entrusted such minor to the care of the trip leader of \_\_\_\_\_ group for that period of time that such minor is a participant in the extended field trip.

In such connection, I/we authorize said adult to consent to any x-ray examination, medical, dental or surgical examination or treatment that he/she deems necessary at his/her discretion.

As the parent(s) of said minor, on behalf of him/her and his/her heirs, executors or administrators, I/we hereby release and agree to waive all rights, claims or actions which said minor, or we as his/her parents, may have as a result of the exercise by the trip guide of the authorization granted herein.

Dated: \_\_\_\_\_

Parental Signature(s): \_\_\_\_\_

Address: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

Participant's Birth Date: \_\_\_\_\_

**NOTE: THIS FORM MUST BE SIGNED BY PARENTS IN ORDER FOR THE STUDENT TO PARTICIPATE.**

**RESPONSIBILITY**

Glide School District expressly disclaims and shall be held free of all responsibility or liability for any act, error, omission, injury, loss, accident, delay or damages to person or property caused by any failure of facilities, delay or the neglect or default of any company or person providing any service for this tour, or due to epidemic, social or political or military disturbances or due to any causes whatsoever occurring during this tour.

Glide School District reserves the right to withdraw or cancel the tour at any time before its commencement and full refund of moneys paid by trip purchaser and/or trip member shall be the financial limit of Glide School District liability to said purchaser and/or tour member; or to substitute, when expedient or necessary, aircrafts, airlines, hotels; or to cancel tour purchaser and/or tour member from the tour prior to, after commencement of, or during the tour and to make substitutions, alterations or cancellations at any time without advance notice to or approval of tour purchaser and/or tour member. No refund will be made for any unused portion of any tour unless such portion has been deleted from the tour, or said member has been cancelled and the pro rata cost to such unused portion shall be the full limit of Glide School District’s responsibility for securing, handling or possession of passports, visas, travel documents and necessary inoculations and also agrees to follow the rules and regulations of the tour as set forth by Glide School District.

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Parent

Parent

GLIDE SCHOOL DISTRICT  
INSURANCE WAIVER FORM

Date: \_\_\_\_\_

We, the undersigned, hereby certify that we have family insurance that will cover injuries which may be sustained by: \_\_\_\_\_  
Name of Student

We further certify that we hereby absolve Glide School District, and its authorized representatives, from any claim arising out of any injury that may occur; and we further warrant that said insurance coverage shall be kept in continuous force and effect during our student's trip participation.

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date Received by Advisor

\_\_\_\_\_  
Signature of Advisor



GLIDE SCHOOL DISTRICT  
EXTENDED FIELD TRIP STUDENT EXPECTATIONS

Dear \_\_\_\_\_:

Student trips are an important aspect of our educational opportunities. New environments and cultures will be shared with peers that cannot be matched in a classroom. However, we must have a clear idea of the expectations of the students and the committed purpose in the trip.

Glide School District will not permit the use of alcohol and/or nonprescribed drugs. Students who violate this rule will be sent home at their parents' expense, at the earliest opportunity. Further, all school district and building rules and policies apply to student behaviors. Violation of these rules will result in appropriate discipline measures.

In general, you should strive to set an example of behavior that reflects pride in your group and its purpose.

You are expected to be polite, gracious and respectful toward your host(s).

Any person whose actions seriously threaten the welfare, safety and/or objective of the trip may be sent home at parents' expense.

If you find yourself in a situation where you feel your priorities, values or rules of conduct are being challenged, it is your obligation to communicate with one of the chaperons.

Prior to the trip, there will be a parents' meeting that will cover specifically all guidelines of the trip. That meeting will be scheduled on \_\_\_\_\_.

Any additional rules specific to your trip have been attached.

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**I have read and agree to these terms and conditions.**

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Student Signature

Date

GLIDE SCHOOL DISTRICT  
EXTENDED FIELD TRIP CHAPERON GUIDE

Adequate chaperons are important to the success of any trip. They are extensions of the director and provide shared supervision.

The following guidelines will help ensure successful chaperon experiences.

1. Chaperons will be expected to complete a Criminal History Verification Form.
2. Chaperons will be chosen from staff, parents of students on trip or outside adults. It is recommended that staff members be included as chaperons, although adults who have a prior relation with the group are advisable.
3. There will be a chaperon meeting prior to departure to review expectations, responsibilities, trip goals and emergency procedures/policies.
4. Chaperons are expected to have thoroughly read all information regarding the trip.
5. Chaperons are not expected to make policies, but to enforce them. Students disobeying the reasonable request of a chaperon should be referred to the director.
6. Chaperons are expected to report all major rules infringements to the director, IMMEDIATELY. Chaperons are not expected to discipline students in these situations.
7. Chaperons are expected to attend all events or performances of the group, unless otherwise excused by the director.
8. Chaperons are expected to integrate themselves with the students as much as possible. The director will make an effort to facilitate group interaction.
9. Other expectations of chaperons as they pertain to the trip, list below:

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Chaperon Signature

Date

GLIDE SCHOOL DISTRICT  
PRE-ARRANGED ABSENCES  
(If necessary)

Date: \_\_\_\_\_

Please excuse my son/daughter \_\_\_\_\_

from school on the following day(s): \_\_\_\_\_

due to \_\_\_\_\_

I understand that my child will obtain homework assignments from his/her teachers for the day(s) that he/she will not be in attendance.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\*\*\*\*\*

Staff Signature

Comments

Current Grade

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Denial

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

GLIDE SCHOOL DISTRICT  
PARENT MEETING AGENDA

Date of Meeting: \_\_\_\_\_

Location: \_\_\_\_\_

1. Overview of Trip
2. Objective of Trip
3. Budget/Cost
4. Tentative Itinerary
5. Responsibilities of Supervisors
6. Emergency Information
7. Student Expectations/Guidelines
8. Other